

**RESOURCE CONSERVATION DISTRICT GRANT PROGRAM**  
**REQUEST FOR PROPOSALS**

**RCD Grant Objectives**

Funding will assist RCD projects that improve the health of California's watersheds and build the capacity of RCDs to promote and support conservation with landowners and communities within watersheds. The Department of Conservation must receive project proposals no later than **January 28, 2000**.

**Grant Application Eligibility**

Grant funds target projects directed by RCDs. Individual RCDs are encouraged to work in partnership with other RCDs, other public entities and/or private groups to jointly submit applications for projects that impact the same watersheds. Since only one grant award will be made per district, a proposal may include multiple projects. There is no minimum or maximum amount that can be requested; however, the Department seeks to support as many projects as possible.

**Eligible Projects**

Many types of watershed-related projects might be eligible for funding. Examples of eligible project categories for funding are listed below.

**Examples of Project Categories**

**Land Restoration:** Includes projects such as tree planting and other revegetation efforts; land stabilization and soil erosion control; fire-related rehabilitation and fuel load management.

**Fish and Wildlife Habitat Enhancement:** Includes projects that improve fisheries and other wildlife habitat.

**Urban/Rural Water Quality/Conservation:** Includes projects addressing agricultural chemical runoff or infiltration control; stormwater pollution prevention; irrigation management; and efforts to improve water use efficiency.

**Public Outreach and Education:** Includes publicity for watershed project efforts through training, tours, presentations, and literature; education of children and adults on restoration projects within watersheds; and public outreach regarding conservation practices.

**District Capacity Building:** Includes projects designed to enhance district operations enabling a district to participate in future watershed projects; community organization, volunteer recruitment, and mobilization and planning activities that culminate in watershed projects.

### **Eligibility Requirements:**

- 1. Since the grant program specifically sets aside money for RCDs, only RCDs are eligible for grants.**
- 2. RCDs must have a strategic long-range plan and an annual work plan on file with the Department of Conservation.**

Effective January 1, 2000, Division 9 establishes new guidelines on RCDs eligible for Department of Conservation grant funding. RCDs are to prepare annual and long-range strategic work plans as specified in Division 9. A recent copy of these plans must be submitted with your proposal<sup>1</sup>.

Division 9, article 9413 states that the *long-range plan* shall:

- Establish long-range goals
- Be 5-year plans
- Address the soil and related resource problems found to occur within the district
- Identify resource issues within the district for local, state, and federal resource conservation planning
- Involve other agencies in the strategic planning process
- Provide a framework for setting annual priorities
- Create a basis for evaluating annual work plan achievements and allocating state funds to the district
- Provide for disseminating information concerning district programs and goals to local, state, and federal government agencies and the public

Division 9, article 9413 states the *annual plan* shall:

- Be adopted before March 1<sup>st</sup> of each year
- Identify high-priority actions to be taken during the coming year
- Identify person(s) responsible for actions listed above, as well as how and when they will be performed and completed
- Demonstrate a relationship between annual plans and long-range plans
- Assist local NRCS in adjusting staff and priorities to match district goals
- Inform the public of district goals for the upcoming year
- Involve other agencies in the annual planning process

### **3. Proposed project must have a 25 percent match of local funding.**

The proposal must demonstrate local financial backing to qualify for a grant as specified in Division 9, article 9084. Out of the 25 percent match, at least 40 percent of the contribution must be made in actual cash. The remaining 60 percent of funding may be of another sort, such as in-kind contributions.<sup>2</sup> Documentation demonstrating an actual cash match must be included in your proposal.

#### **Example of 25% match**

If an RCD is requesting \$10,000 in grant money, they must have \$2500 (25%) in local matching funds. Out of the \$2500, at least \$1,000 (40% of the match) must be an actual cash contribution.

---

<sup>1</sup> Please see attached copy of Division 9, article 9413

<sup>2</sup> Please see attached copy of Division 9, article 9084

## Rating Criteria

In addition to meeting the eligibility requirements, proposals will be evaluated according to the criteria listed below. Although it is not necessary for proposals to encompass all criteria in order to qualify, proposals are encouraged to include as many of the following criteria as possible.

- **Demonstrates need.** There is a demonstrated need for the project as defined in the Project Justification. Without funding this need is likely to go unfilled for an extended time.
- **Consistency with annual/long range plans.** The proposed project is consistent with the RCDs annual and long-range plans for managing resources within its watershed.
- **Collaborations/new partnerships.** The proposal builds upon existing collaborative efforts, involves multiple private and public partners, benefits/involves landowners within the watershed, and/or forges new partnerships.
- **Cost sharing.** Project includes a cost share component demonstrating commitments/project support from other entities. The difference between *actual*, *in-kind services*, and *potential* cost sharing funding is clearly made.
- **Resource management on-the-land.** A tangible and physical product of the project will be evident upon completion. (For district capacity building projects, a tangible product might be a plan developed by a CRMP.)
- **Education and outreach.** Where not directly tied to on-the-land resource conservation work, the project provides support that efforts will have a direct impact upon resource conservation.
- **Sustainability.** Projects involving direct resource management practices include provisions for monitoring and maintenance of work completed so that benefits can be sustained.
- **Delivery of services.** The proposal enhances or expands the RCD's ability to deliver local resource conservation services.
- **Timeliness.** The project will be completed within a 12-month period and/or will have specific component objectives and products achieved within that timeframe.
- **Project effectiveness.** The project includes measurable objectives and clearly explains how these objectives will contribute to the overall health of a specific watershed.

## How to Apply

Resource Conservation Districts are requested to complete and submit their complete proposals following these guidelines. **NOTE: Failure to follow these guidelines may result in disqualification of your proposal.**

### A. Cover Page

Use the attached Cover Page as the first page of your proposal. Fill in all applicable blanks.

1. Project Leader(s) Identify project leaders, including their affiliation, mailing address, e-mail address, and telephone and fax numbers.
2. Cooperator(s) Provide the name, affiliation, mailing addresses, and telephone number for each cooperator. A cooperator is considered to be an individual or organization with a specific role in the project that is not directly associated with the RCD submitting the proposal.
3. Supporter(s) Specify any organization or individuals that support the project but are not providing funding or in-kind contributions. Letters that explain the basis for the support should be included. Examples of supporters include local government jurisdictions and key agencies or organizations having regulatory responsibilities within the geographic area of the proposed project.
4. Other Sources of Funding Specify the organizations that have committed funding to this project, along with amounts, contact names, address and telephone numbers. List separately other potential sources of funding. Please distinguish between actual (cash), potential, and in-kind funding.

### B. Executive Summary

The Executive Summary should immediately follow the Cover Page and should not exceed one-half page. Define the problem to be addressed, state the specific objectives of the proposed project, describe the approach that will be used and define the criteria used to evaluate the project's success. Who will benefit from the project, and in what specific ways? (It may be helpful to consider this section as though it were to be utilized or easily adapted as a press release for your project.)

### C. Project Justification

Specify the problem to be addressed by the project, and describe its extent, severity, and magnitude. What is the statewide significance as indicated by studies, inventories or regulatory actions (e.g., is the water body listed by the State Water Resources Control Board as impacted or impaired?) What are the environmental, agronomic, economic, or other implications of the project expressed on a watershed or subwatershed basis? Describe the project's potential for measurable progress toward long-term solutions of the specific problem(s) you are addressing. Describe related work already taking place (or that is planned) and indicate the potential for coordination of efforts. Include maps showing the project location and the area to benefit from the project as applicable. **The project justification should not exceed two pages (exclusive of maps).**

## **D. Objectives**

Provide a clear, concise, and complete statement for each specific objective your project proposes to address.

## **E. Workplans and Methods**

Describe the activities and/or tasks that will address each of the objectives you have identified. Explain the methods and resource conservation approaches to be utilized. Please describe methods and procedures in sufficient detail to provide an understanding of how each task will be conducted. Describe interim and final products or milestones for each task. Performance will be judged on these outputs. Using the attached Implementation Schedule form, prepare timelines for implementation and completion of the project tasks. Be sure to allocate sufficient time.

## **F. Budget Itemization**

Please use the attached Budget Sheet to prepare a budget table for your proposed project. Indicate the amounts requested from the Department of Conservation as well as those that may be provided by other organizations. Specify the name of the organization(s) if other funding is provided. Identify whether funding is actual cash or in-kind. Please indicate whether funding from other sources is actual or potential. Note: for projects to be eligible, they must indicate a 25 percent match of the amount requested from the Department of Conservation.

## **G. Long Range Plan and Annual Plan**

Whether or not you have previously submitted copies to the Department of Conservation, please include current copies of your long-range and annual work plans.

## **Deadline and address**

**SIX COPIES OF YOUR PROPOSAL MUST BE POSTMARKED BY 5:00 P.M. ON JANUARY 28, 2000, AT THE FOLLOWING ADDRESS:**

Julie McDonald  
Department of Conservation  
Division of Land Resource Protection  
801 K Street, MS 13-71  
Sacramento, CA 95814

**NOTE: FAXED & E-MAILED PROPOSALS WILL NOT BE ACCEPTED. LATE PROPOSALS WILL NOT BE ACCEPTED.**

## **Proposal review and evaluation timelines**

An independent panel of reviewers assembled by the Department of Conservation will review all proposals. Proposals will be reviewed/announced according to the following timelines.

1/28/2000	Deadline for proposal submission
3/1/2000	Evaluation of proposals complete
3/15/2000	Notification of awards
5/01/2000	Contracts signed/work may begin

8/15/2000 First status reports due

CALIFORNIA DEPARTMENT OF CONSERVATION  
RESOURCE CONSERVATION DISTRICT GRANT PROGRAM

PROPOSAL COVER PAGE

Resource Conservation District's name \_\_\_\_\_  
President's name \_\_\_\_\_  
RCD mailing address \_\_\_\_\_

Telephone/fax/email \_\_\_\_\_  
RCD federal I.D. # \_\_\_\_\_  
Project title \_\_\_\_\_  
Project location, county and watershed \_\_\_\_\_

Project leader(s) (Name, title, affiliation, mailing address, telephone, and fax)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cooperator(s) (Name, title, affiliation, mailing address, telephone, fax)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supporter(s) (Name, title, affiliation, mailing address, telephone, fax)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other funding (Amount, duration, organization, contact person, mailing address, telephone)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request from the Department of Conservation \$ \_\_\_\_\_

Other funding \$ \_\_\_\_\_

Total project budget \$ \_\_\_\_\_



**BUDGET ITEMIZATION****FISCAL YEAR 1999/2000**

	<b><u>DOC Request</u></b>	<b><u>Other Funding</u></b>	<b><u>Total Funding</u></b>
<b>A. Personnel Services</b>			
<b>B. Operating Expenses</b> (Itemize and explain for clarification)			
<b>Travel</b>			
<b>Equipment</b>			
<b>Materials &amp; Supplies</b>			
<b>C. Professional/Consultant Services</b> (Identify consultants and their roles)			
<b>D. TOTAL</b>			

## IMPLEMENTATION SCHEDULE

FISCAL YEAR 1999/2000

Project Title: \_\_\_\_\_

Project Term: May 1, 2000 to \_\_\_\_\_

[illegible]

ANY CHANGES TO THE IMPLEMENTATION SCHEDULE MUST HAVE PRIOR APPROVAL  
BY THE DEPT. OF CONSERVATION